

FULTON COUNTY
DEPARTMENT OF SOCIAL SERVICES
ANNOUNCES THE FOLLOWING:

TYPIST

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

**There are immediate vacancies open at the
Department of Social Services**

2021 Salary: \$15.25 (Starting Rate) – \$17.94 (After One Year of Benefits Eligible Service)

Typical Work Activities:

Receives and organizes work to be typed, determining document format;
Manipulates an alphanumeric keyboard to produce correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
Proofreads and corrects work producing accurate, clean and complete copy;
Prepares, stores and retrieves lists and documents;
Answers telephone or a switchboard and gives out routine information;
Prepares folders on individual program cases with appropriate documentation per established system;
Obtains routine information from the general public/clients for program purposes and explains established program policies and procedures;
Updates and stores department forms on word processor;
Orders office supplies and maintains inventory of supplies and equipment;
Sorts, date stamps and distributes mail and packages;
Performs routine equipment maintenance tasks;
Serves as receptionist and greets clients and/or visitors and may maintain information regarding call-ins;
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
Schedules meetings and appointments;
May collect fees and account for monies received;
May prepare and maintain time records and payroll data;
Operates a variety of common office machines.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma or a high school individual education plan diploma and one (1) year of clerical experience which shall have involved typing.

NOTE: Study in a New York State registered or regionally accredited college or university or a business school registered by New York State which includes a course in typing, keyboarding or word processing may be substituted for the work experience on a year-for-year basis.

When substituting training for experience, a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.